

# **Darwin R. Barker Library & Museum Association**

## **Board Meeting Agenda**

October 18, 2023 4:00PM

### **Agenda:**

#### **Review of Minutes:**

#### **Public Comments:**

**Treasurer Report:** Kitty Crow

**Librarian Report:** Graham Tedesco-Blair

**Curator Report:** Max Walters

**Town Representative:** Chris Schaeffer

**Village Representative:** Michelle Twichell

**Old Business:** Review of new policies. Fundraising committee meeting update.

**New Business:** Annual officer elections & board member re-ups. Vote on new member Margaret Gray.

**10/2020-10/2023** - Jeff Adams, Kitty Crow, David Dengler

**10/2021-10/2024** - Kathy Petersen, Linda Prechtel, Patrick Stokes

**10/2022-10/2025** - Jon Weekly, Mark Twichell, David Tiffany  
(retiring – Margaret Gray to replace)

Review case statement status.

### **Calendar:**

### **Adjournment:**

# **Darwin R. Barker Library & Museum Association**

## **Board of Trustees Meeting Minutes**

September 20, 2023

**Present:** Graham Tedesco-Blair, Jeff Adams, Linda Prechtel, Mark Twichell, Max Walters, David Dengler, Pat Stokes, Kitty Crow, Kathy Petersen

**Absent:** David Tiffany, Jon Weekly

**Also Present:** Margaret Gray, Jan Dekoff

**Village Representative:** Michelle Twichell

**Town Representative:** Chris Schaeffer

**Public Comments:** Rod Pennica asked for a meeting with Graham & trustees for an explanation of Cashill cancellation. The circumstances of the situation were explained. Judy Lutz Woods thanked the board for cancelling the event.

**Review of Minutes:** Linda moves to accept, Mark 2nds, passed

**Correspondence:** an email was rec from Judicial Watch requesting all emails, etc. regarding Cashill under FOIL. The system attorney advises that the library is not subject to FOIL.

Signs were posted by unknown person on the library doors: referring to the Gestapo, stomping on the First Amendment, etc. The incident was reported to the police.

Several complimentary emails & comments were received concerning the Cashill cancellation

**Treasurer Report:** Kitty states that both accounts are on track for the year. Kathy moves, Mark 2nds, passed

**Librarian Report:** Written plus: new duct cleaning company will give estimate. Graham thanks Jan for the successful Road Trip program. Jeff reiterates his request for statistic spreadsheet.

Dave D. moves to accept, Linda 2nds, passed.

**Curator Report:** written report is reviewed. Jeff moves to accept, Mark 2nds, passed.

**Village Representative:** Michelle read Jeff's letter to the Village Board & will go over it at the next meeting. Jan will send a copy of the village/library lease agreement.

**Town Representative:** Chris reminds the trustees that they will be doing the town budget in October

**Old Business:** Jeff will contact Dave T. about grant possibilities.

**New Business:** review of policies drafts – board to study & vote to accept in October. Meeting room regulations for public use reviewed. New DRB programming policy drafted, & board will review next month. Jeff re-introduces Margaret Gray. She will join the board in October. Dave T. resigns as of Oct.1.

Budget is coming up: Max & Graham will work on their respective budgets & Kitty will help.

Jeff has asked Pomfret deputy supervisor for utility costs, etc. (in case we purchase their building).

The fundraising committee is preparing for this year's campaign.

**Calendar:** next meeting October 18, 4pm

**Adjourn:** Mark moves, Linda 2nds, passed

Respectfully submitted by Kathy Petersen, sec'y

## **Darwin R. Barker Library and Museum Association**

Board Meeting

October 18, 2023

### Librarian's Report

*Book Sale:* Our annual book sale went very well, helping to both raise needed funds for the library and to clear out our back room. We raised \$350 total. Big thanks to Elizabeth for putting it together, and to Prince, Libbey, and Garrett for their assistance in set up and take down!

*Ukulele Classes:* Helen Smit, a graduate student from SUNY Fredonia, has been teaching a 5 week class on how to play the ukulele for our patrons. She was recommended by Dr. Jill Reese, who runs a regular ukulele jam at the college, and has been a big booster of the instrument in the area. Thanks very much to Helen for teaching, to Dr. Reese for providing instruments to teach with, and to Libbey for suggesting the idea!

*Duct Cleaning Quote:* We have a quote from ACE Air Duct Cleaning Experts. They would be able to start in early November, and estimate the job will take three days. They guarantee their work for seven years.

*Oral History Class:* Museum intern Katherine Szewczuk taught her Oral History class on Tuesday October 17<sup>th</sup>, to accompany the launch of our oral history program. Thanks to a generous grant from the Northern Chautauqua Community Foundation, we were able to put together kits including a digital recorder, a book on how to do oral history, a quick start guide written by Ms. Szewczuk, and the necessary release and consent forms for anyone looking to submit their interviews to the museum for posterity.

*Robert Brighton visit:* area author Robert Brighton visited us to discuss his new book, *A Murder in Ashwood*, and take questions about the gilded age, his writing process, his interest in historical fiction, and more. There were 17 attendees, and we look forward to his next book!

*Wendy Corsi Staub visit:* area favorite Wendy Corsi Staub visited us to discuss her latest books, take questions from the visitors, and sign for her fans. We thank her very much for taking the time to travel up from

Westchester County, and hope she can make it back again soon! There were a total of 75 attendees.

*Dick Gilman Reception/Performance:* Local musician, luthier, historian, and much much more Dick Gilman has been our features artist for the past month, displaying his hand-crafted instruments. He spoke on his building process, the history of folk instruments, and the development of folk music, and then graced us with a performance on the “courting dulcimer” accompanied by his wife. There were 23 attendees. We thank Dick for allowing us to display his work, and hope we can have him again!

Stats:

### Children

Storytime: 6 sessions, 24 kids, 15 adults

Library Card Sign Up Month: 300 fliers distributed to FCSD

### Adults

Writer’s Workshop 9/5: 7 attendees

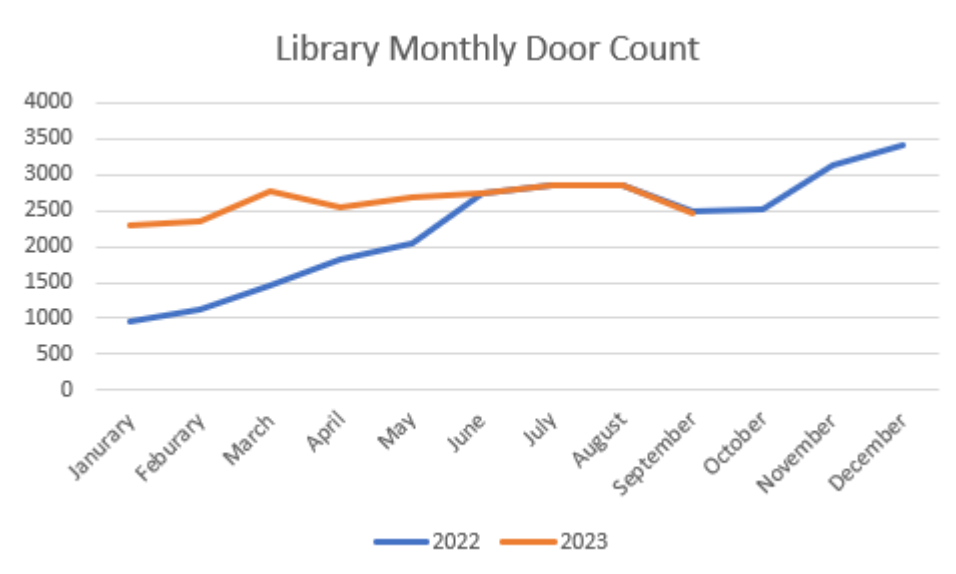
Book Club 9/9: 7 attendees

Ukulele Class: 2 sessions, 8 attendees

Computer Programs:

Training: 1 session, 2 attendees

Individual tutoring: 6 participants



## **Darwin R. Barker Library and Museum Association**

Board Meeting  
October 18, 2023  
Curator's Report

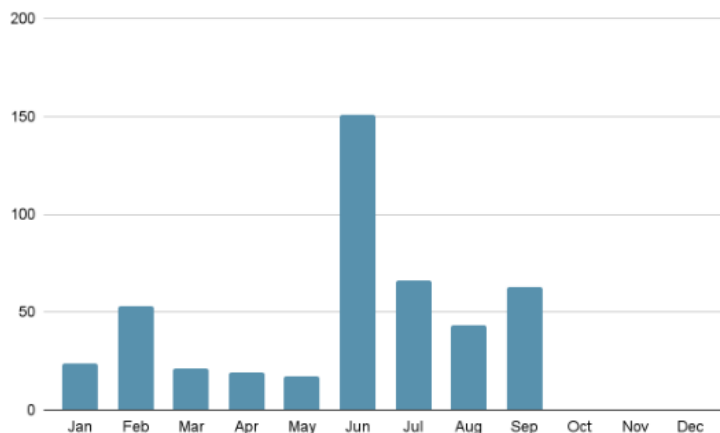
### Outreach

- Second editions of two museum publications have been printed and are now available for sale. The Packet Seed Companies of Fredonia by Doug Shepard, and The History of the Red Wing Co. by Jeff Adams, have both been edited and delivered from the printer. The cost of \$1,400 was covered by a donation from the Friends of the Library.
- Dr. Cathy Ullman will give another talk for the museum on Oct 27 at Larson-Timko Funeral Home with a Halloween-themed look at death practices—superstitions, mourning fashions, burial practices, and grave robbers. Registered so far: 19
- D.A.R. reception held Sept. 28th to celebrate Lafayette historical marker celebration. Event attendance: 41
- Book launch reception for Legends of the Lake Erie Grape Belt is being planned for November 17th in the Steele Room.
- Festivals Fredonia ordered to gift the museum an outdoor Christmas tree to be used in conjunction with Miracle on Main St. Tree would be placed on the museum's lawn bordering Main St and would be the site of the tree lighting ceremony.

### Monthly Statistics

- Visitation in September: 63

Visitation by month, 2023.



# **Darwin R. Barker Library and Museum Association**

## **Equity, Diversity and Inclusion Policy**

### **DRAFT**

The Darwin R. Barker Library and Museum Association is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We embrace our employees' and community members' differences in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the Library and Museum unique. It is the Library and Museum's policy to provide a work environment that is free from all forms of discrimination. The Library and Museum view all forms of discrimination as destructive to their mission, vision, values and goals.

We strive to reflect the community we serve by representing and fostering the various cultures, genders and ethnicities among our staff and board of trustees. Therefore, we affirm our commitment to the American Library's Association Diversity Policy, which states in Section B.3.7: "In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and all organizational levels."

The Library and Museum's dedication to equity, diversity and inclusion is an active process that requires continuous commitment to promote and enhance the well-being of our staff and community.

*Adopted: 8/31/2023*

## **Library and Museum Programming Policy - DRAFT**

The Darwin R. Barker Library and Museum Association (henceforth “the Library”) schedules, develops, and presents a wide variety of programs that provide opportunities for access to information, lifelong learning, and collaboration. Programs are intended to further the mission of the library and are consistent with the library’s core values and Strategic Plan. Programs should enhance, support and fulfill the library’s strategic goals and objectives.’

Programs offer opportunities to highlight library materials, resources, and services and to share information and expertise. They are effective vehicles for outreach, allowing the library to forge partnerships with external groups. Programs support the library’s role as a civic gathering place, increase public awareness of the library, and attract regular and new users of all ages and backgrounds.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director delegates the authority for program development and management to appropriate staff.

Library staff use the following criteria in making decisions about program topics, presenters, and related materials and resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited.

The library presents programs for various age groups. Programs may be available for a general audience of all ages, or be tailored to an age-specific audience. For age-specific programs, registration and participation may be



restricted to the targeted age group to ensure availability, patron safety, and the ability to achieve the goals of the program.

For programs with children ages 8 and under, a parent, guardian, or caregiver above the age of 14 must be present and actively supervising young children to ensure children's safety and appropriate behavior in the library. Children over the age of 8 who cannot adhere to the library's Rules of Conduct must also be directly supervised by a parent, guardian, or caregiver, regardless of their age.

Library staff are responsible for running programs, providing instruction, and maintaining the program space; library staff cannot directly supervise young children, ensure safety, or provide behavior intervention. Per the Library's Child Safety Policy, parents, guardians, or caregivers are responsible for the care, safety, and behavior of children at the library.

The Library actively partners with community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business. Authors invited to speak may sell copies of their book as one private party to another.

Professional performers and presenters that reflect specialized expertise may be hired for Library programs. Hired performers and presenters will not be excluded from consideration because of their origin, background, or views. No program shall be permitted that endangers patrons, staff, Library facilities, or otherwise interferes with Library operations.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

The Library's meeting rooms are available to the public for non-sponsored events. Use of a meeting room does not constitute a Library program and does not constitute Library endorsement of said event. Non-sponsored programs and events do not fall under the Library Programming Policy and are instead subject to the Library's Meeting Rooms Policy.

The Library welcomes the public's opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff via [info@barkerlibrary.org](mailto:info@barkerlibrary.org).

The Library's philosophy of open access to information and ideas extends to Library programming. Library sponsorship of a program does not constitute an endorsement of opinions expressed by participants or speakers.

*8/31/2023 – new policy developed*

DRAFT

## **Meeting Rooms Policy DRAFT**

Meeting rooms are available when the Library is open. They are to be used for general information, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

Currently, the Library has one available room, the Steele Room, with a capacity of 35.

### **Scheduling:**

- Sign up is free of charge.
- The calendar is kept in the library. Scheduling is made by library personnel.  
Contact Barker Library @ 672-8051 during regular hours or email a request to [info@barkerlibrary.org](mailto:info@barkerlibrary.org)
- In person scheduling is also available at the library circulation area. A name and phone number of a contact person must be given and listed in the reservation calendar.
- A copy of the meeting room regulations will be made available to anyone scheduling a meeting

For-profit groups and party-type functions are asked to provide a suggested donation of at least \$50.00 for each use of the room. Donations may be made by cash or check made payable to Darwin R. Barker Library. With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay. For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

## **Meeting Room Regulations**

1. All library visitors are expected to comply with the library's current Rules of Conduct.
2. Groups cannot use the library's name, address or telephone number as their official address or contact information.
3. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library's meeting rooms must state that the event is not a program of, nor sponsored by the Darwin R. Barker Library. The Library may ask to see such notices prior to the public release.
4. When making a booking, please include time for your group to set-up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished.
5. The Library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
6. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
7. The meeting room is booked in two-hour blocks. Requests for more than one two-hour block of time must be approved by the director in advance.
8. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.

9. The room must be vacated fifteen minutes before closing. Please clean up and deposit all trash in the large black trash can located in the staff kitchen area.

10. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.

*Revised 8/31/2023 – comprehensive revision*

DRAFT

# **Darwin R. Barker Library and Museum Association Sexual Harassment Policy**

## **DRAFT**

Darwin R. Barker Library and Museum Association is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Darwin R. Barker Library and Museum Association will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### **Physical conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

### **Verbal conduct**

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances

- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone, text or by email)

### **Non-verbal conduct**

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Darwin R. Barker Library and Museum Association recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Darwin R. Barker Library and Museum Association recognizes that sexual harassment often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of Darwin R. Barker Library and Museum Association, patrons, volunteers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within the Darwin R. Barker Library and Museum premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Darwin R. Barker Library and Museum Association.

### **Complaint procedures**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Darwin R. Barker Library and Museum recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach the library director or staff member responsible for receiving

complaints of sexual harassment. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the library's procedures for dealing with the complaint discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the library through the relevant country/legal framework

### **Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

### **Implementation of this policy**

Darwin R. Barker Library and Museum Association will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees and regularly scheduled volunteers must be trained on the content of this policy and participate in the NYS sexual harassment training course as part of their onboarding to the



Association. Annually, the Darwin R. Barker Library and Museum Association will require all employees and volunteers to attend a refresher of the aforementioned training course on the content of this policy. It is the responsibility of every manager to ensure that all his/her employees and volunteers are aware of the policy.

### **Monitoring and evaluation**

Darwin R. Barker Library and Museum Association recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

*Revised 8/31/2023 – added specific training requirements for volunteers, updated to include Museum*